



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

OFFICE OF THE CLERK
www.miwd.uscourts.gov



399 Federal Bldg.
110 Michigan St., NW
Grand Rapids, MI 49503
(616) 456-2381

B-35 Federal Bldg.
410 W. Michigan Ave.
Kalamazoo, MI 49007
(269) 337-5706

113 Federal Bldg.
315 W. Allegan St.
Lansing, MI 48933
(517) 377-1559

229 Federal Bldg.
202 W. Washington St.
Marquette, MI 49855
(906) 226-2021

October 22, 2010

Dianne M. Longoria
709 W. Shaw
P.O. Box 660
Howard City, MI 49329

RE: USA v. Matthew Michael Kosla
Case No. 1:10-cr-00298 Hon. Robert J. Jonker

Pursuant to Western District of Michigan Local Civil Rule 5.7, effective January 1, 2005, attorneys must register to file and serve pleadings (with enumerated exceptions) electronically by use of the ECF system. It appears that you are not yet registered to file and receive pleadings electronically in our district.

For more information regarding filing documents electronically in the Western District of Michigan, visit the Court's website at www.miwd.uscourts.gov. Click on the "Electronic Filing" link for access to the Local Rules governing e-filing, the E-Filing Registration Form, the User Manual, an On-Line Tutorial, Frequently Asked Questions, and more.

Please complete and return the enclosed E-Filing Registration form to the address below:

Clerk, U.S. District Court
E-Filing Registration
399 Federal Building
110 Michigan St., N.W.
Grand Rapids, MI 49503

Sincerely,

Tracey Cordes, Clerk

/s/ G. Frayer

By: Case Administrator

Enclosure

**UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF MICHIGAN**

E-FILING REGISTRATION FORM

****Please type; this will also serve as a return mailing label****

Name: _____
 Firm: _____
 Addr.: _____

Phone: _____
 --

State Bar Number: _____
 (and state, if not Michigan)

Date of admission to the Bar of this court: _____

****NOTE: A PACER ACCOUNT IS NECESSARY
FOR VIEWING ELECTRONIC DOCUMENTS****

I already have an ECF login that I use in _____, which is _____;
 (Name of Other District) _____;
 please assign the same login for my use in the Western District of Michigan.

The information contained in this box will be used for security/confirmation purposes related to your e-filing login/password:

Key word/phrase: _____ Reminder: _____

**BY COMPLETING THIS FORM, ATTORNEYS CERTIFY THAT THEY ARE MEMBERS IN GOOD STANDING OF THE BAR OF THIS COURT AND
THAT THEY ARE FAMILIAR WITH W.D. Mich. LCivR 5.7 and LCrR 49.10, AS APPLICABLE TO THEIR PRACTICE, WHICH MAY BE FOUND AT:**

www.miwd.uscourts.gov

**By registering under this rule, attorneys consent to electronic service of all electronically filed
documents. See W.D. Mich. LCivR 5.7(h)(ii) and LCrR 49.10(h)(ii).**

Attorney's Signature: _____

Return this form **via hand delivery**
or via U.S. mail only to:

Clerk, U.S. District Court
 E-Filing Registration
 399 Federal Building
 110 Michigan St., N.W.
 Grand Rapids, MI 49503

YOUR E-FILING LOGIN AND PASSWORD
 WILL BE SENT TO YOU VIA U.S. MAIL

This form cannot be submitted electronically.
 Complete the form on-line, print a hard copy, sign it
 and present it to the Clerk's office at the address
 below. A login and password for access to the
 electronic case filing system will be issued to you
 upon receipt of the fully-completed form. **All of this
 information is required and must be supplied,
 including your original signature.**

Primary e-mail address: _____
 (Attorney's e-mail for electronic service)

Secondary e-mail address: _____
 (Central repository, Secretary, etc.)

E-mail software used: _____
 (i.e., Outlook, Groupwise, etc.)

I have an existing PACER account.
 My firm has an existing PACER account.

COURT USE ONLY:

E-Filing Login Assigned: _____

E-Filing Password Assigned: _____

<input type="checkbox"/> Confirmation e-mail sent <input type="checkbox"/> Attorney's record updated <input type="checkbox"/> Copy of form mailed to attorney	<input type="checkbox"/> E-mail confirmed by attorney <input type="checkbox"/> UR registered e-mail sent
---	---